

Verification Deadline Extension Request Form

If the Local Educational Agency (LEA) is unable to complete the verification process by November 15th, the LEA must request an extension to this deadline. To request an extension, complete this form and indicate the extension date requested. Reimbursement claim processing may be affected if the verification summary report is not completed in a timely manner.

Verification Extension

Sponsor requests extension to:

Explain why the verification process was not completed by the November 15th deadline.



Corrective Action

In the event the determining official is unable to conduct verification, who is assigned as alternate?

Explain actions to be taken to assure completion by November 15th deadline for the next program year.



I understand that verification activities at the LEA level must be completed by November 15. The Summary of Verification Report must be completed and submitted to OPI by December 15 or prior to submission of the November claim for reimbursement.

School Food Authority Authorized Representative

Date

Submit this completed form to:

Office of Public Instruction
School Nutrition Programs
PO Box 202501
Helena MT 59620